Exchange 2000 Pilot and Migration Team Briefing

Your Name

Introduction

- **(Organization name) is planning to migrate to Exchange 2000**
- **Size and Complexity of the Migration means that a Pilot is necessary**
- **Plan is to migrate the pilot system into production**

FOR MORE INFO…

Intranet Location for Project Background Files

Aim

The Aim of this presentation is to brief the project team on the Pilot and Migration Process

Technology

- **New technology being used**
  - **Benefits**
- **Standards being adopted**
  - **Benefits**
- **Standards specifically being ignored**
  - **Drawbacks & benefits**

DYA: define your acronyms!

Team/Resources

- **Define and populate any teams**
- **Give overall team responsibilities**

Roles/Responsibilities

- **Name the individuals and their roles**
- **Indicate the amount of time for which each person will be required.**

Implementation Schedule

- **Review high-level and detailed schedule milestones here**
- **Refer team members to the detailed planning in the Gantt chart**

FOR MORE INFO…

See Project Gantt Chart

Project Phases

- **Detailed Breakdown on Project Phases**
- **Indicate individual roles & responsibilities**
- **Make team aware of any deadlines**

Current Status

- **Brief review of current project status**
  - **On-track in what areas**
  - **Behind in what areas**
  - **Ahead in what areas**
- **Any unexpected delays or issues**

Risk Analysis

- **Summary of the risks**
- **Effect risk could have on business**
- **Balance against probability of risk occurring**
- **Include plans to mitigate risks**

FOR MORE INFO…

Intranet Location for Risk Assessment Files

Procedures

- **Highlight any procedural differences from regular projects of this type**
- **Discuss requirements, benefits, and issues of using new procedures**

FOR MORE INFO…

List location or contact for procedures document (or other related documents) here

Project Database

- **Briefing on the Project database, including:**
  - **Database Format**
  - **How to access**
  - **How to Use**
  - **What to record**

Actions

- **Listing of immediate action points to be carried out by teams/individuals.**

Summary

- **Motivational summary on project**
- **Try to make sure the team are really fired up about the Exchange 2000 implementation.**
- **Any additional inducements/rewards/bonuses for good work**

Related Documents

- **Risk Analysis**
  - **Location or contact name/phone**
- **Project Database**
  - **Location or contact name/phone**
- **Submit questions**
  - **Location or contact name/phone**